

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

**Regular Meeting
February 6, 2002 - 3:00 p.m.**

**Children & Families Commission Offices
University of California Building
550 E. Shaw, Suite 215
Fresno, CA**

AGENDA ITEM NO. 1

Recommendations:

Approve Commission Minutes – January 9, 2002 Regular Meeting

MINUTES OF THE JANUARY 9, 2002 MEETING

Present: Chair Bob Waterston, Vice Commissioner Luisa Medina, Secretary/Treasurer Gary Carozza, Commissioners Marion Karian, Roseanne Lascano, Kathleen McIntyre, LeeAnn Parry; Oscar Sablan, Gary Zomalt, Executive Director Steve Gordon; Commission Counsel Juliana Gmur

Absent: None

Commissioner Waterston called the meeting to order at 3:03 p.m.; a quorum was established.

1. Approval of Minutes – December 5, 2001 meeting

Commissioner McIntyre (Carozza second) moved approval of the minutes as presented. Motion approved unanimously.

2. Receive Financial Report for November 2001

Lyn Higginson, Accountant, presented for review a revised financial report for the month ending November 30, 2001. Higginson explained that after discussions with Commissioner Carozza, she discovered there were some adjusting audit entries from FY ending 6/30/01 that had not been made; the revised financial report reflect those entries.

Discussion: Commissioner Carozza asked for an explanation on the line item for Interest Revenues. Higginson explained that the interest revenue category was originally under budgeted (only one month, not 12 months, was estimated), and an adjustment will be made to the budget to reflect actual to date and projection for the remainder of the fiscal year.

Public Comment: Juanita Fiorello, Fresno County HSS, asked for clarification on the interest figures reported. Higginson confirmed that the \$513,000 figure is the actual amount received.

Commissioner Carozza (McIntyre second) moved to accept the revised financial report for November 30, 2001 as presented. Motion approved unanimously.

5. Approve both the General and Child Care Providers Mini-Grant program application Packets.

Kendra Rogers, Program Operations Coordinator, reviewed the funding approved at the December meeting and presented the application packets for both the General Mini-Grant Program and the Child Care Providers Mini-Grant Program. Staff recommendation for allocation of funds is:

General Mini Grants	\$200,000
Child Care Providers Mini Grants	\$250,000
Costs Associated with Quality Improvement Workshops related to child care and early childhood development	\$ 50,000

Rogers reviewed the Commission's concern regarding tying the Mini-Grant program to the C.A.R.E.S. quality improvement/professional development program for child care workers, and stated that staff is still recommending that the two programs remain separate. The programs will be linked in the sense that the Quality Improvement Workshops to be funded by the Commission, offering one workshop per month on issues relevant to child care providers (e.g., importance of serving children with special needs, issues of quality care, etc.) will qualify for the professional growth hour requirements of the C.A.R.E.S. program. Regarding ECERS/FDCRS addressing the relationship between the provider and the child, the program for infant toddler caregivers (PITC) through WestEd has developed an assessment tool for infants and toddlers; the main weight of these assessment tools is quality of the interaction between the provider and child. This tool can supplement or replace the ECERS/FDCRS assessment; there are currently two certified trainers for the PITC program in Fresno County who have indicated their willingness to work with the Commission to implement the use of these tools.

Rogers stated the Child Care Provider application package and the key components of the strategic plan (mission, vision, goals) are in the process of being translated into Spanish and the application package will be available in both English and Spanish.

Plans are being developed to publicize the program to child care providers in the outlying (rural) areas. Children Services Network has agreed to work with Commission staff to disseminate the information to the rural child care providers. Additionally, the required workshops for the ECERS/FDCRS assessment tools will be provided in Spanish as needed, and Commission staff will orally translate any applications received in Spanish for the review committee.

Discussion: Commissioner Medina asked about the workshops to be held bimonthly; Rogers responded that both the ECERS and the application workshops will be done in both the rural and urban areas monthly; Commission staff will conduct the application workshops and a certified Child Care Mentor will be hired (through Fresno City College) to conduct the ECERS workshops. Commissioner Carozza asked about the link between this program and the C.A.R.E.S. program. Rogers said that the link was with the ECERS workshop, as well as the other quality improvement workshops planned for the future, and the annual requirement for eligibility in the C.A.R.E.S. program for qualifying professional development hours of training; attending one of the mini-grant workshops will also full professional development requirements in the C.A.R.E.S. program.

Commissioner Medina questioned the difficulty mentioned by staff in linking the Mini-Grant and C.A.R.E.S. programs together, and expressed her opinion that the Commission should be looking for ways to link programs, no matter the difficulty, and that finding a way to link the programs be a requirement of the each of the programs. Rogers stated that the main concern in linking these two programs at this time was the coordination and possible delay in awarding of funds. The C.A.R.E.S. program has specific requirements which may not be met by all applicants, and requiring mini-grant applicants to wait for funding until their C.A.R.E.S. application is reviewed and accepted would possibly exclude some mini-grant applicants and/or delay funding until the C.A.R.E.S. program completed its review of applications.

Commissioner Medina also questioned the technical assistance that Commission staff is providing. She is concerned that the Commission still does not have in place a well-defined technical assistance program. She also asked about adding the disclosure statement to the

mini-grant programs regarding felony conviction. Rogers also stated that the providers receiving mini-grants are required to submit a copy of their license when they sign the actual contract; Commissioner Carozza said he felt a copy of the license should be required with the application. Rogers said this would be added.

Commission Sablan asked about when the required ECERS workshops would be conducted, if they would be held on Saturdays or evenings. Rogers stated that they would all be offered "after hours". All Commissioners will receive a copy of the final version of the application packets before distribution begins and will be informed of dates for training sessions.

Public Comment: Vickie Hoyle, Fresno County EOC, offered the assistance of EOC's Rural Collaborative, encompassing 19 rural communities within the county. The Collaborative has the capability of acting as an information clearinghouse, assist applicants in completing applications, and translation services.

Commissioner Carozza (Medina second) moved the approval of the mini-grant program applications as discussed. Motion approved unanimously.

Commission Chair Waterston welcomed Dr. Gary Zomalt, Director, Fresno County Children and Family Services, to the Commission.

4. Approve Proposal and authorize staff to Execute an Agreement with the Fresno County Office of Education (Fresno County Child Care Planning Council) to be the Program Administrator for the Fresno County C.A.R.E.S. Program.

Director Gordon stated this item was being brought back from the December meeting, and asked Rogers to re-introduce the item.

Rogers reviewed the background for the "Retention Incentives for Early Care and Education Providers" Initiative from the State Commission, including working with the Fresno County Child Care Local Planning Council (LPC) to develop a countywide program, in coordination with AB 212 funding from the state, in Fresno County. The LPC Training and Task Team has developed a program to be called "Compensation and Retention Encourage Stability" (C.A.R.E.S.). The guidelines developed include the guidelines for both AB 212 funding and the State Commission's guidelines for the Retention Incentives Initiative. Since the LPC is mandated by the State Dept. of Education to administer the AB 212 program, Commission staff recommends that the LPC also be the administrator for the Commission's portion of the program. The LPC approved the project in December, and the approved project is presented here. A new scope of work for the LPC is included, along with a revised budget. The revised budget includes a line item for training, and should the LPC subcontract for training, appropriate memoranda of understanding would be executed between the contractors and sub-contractors. The Fresno County Office of Education (FCOE) is the fiscal agent for the LPC, and all contracts will be between the Commission and FCOE.

Discussion: Commissioner Carozza asked about sub-contracts; he asked Counsel opinion on whether the appropriate documents would be brought back to the Commission for approval. He would like to somehow see that any sub-contracting agreements also hold the Commission harmless. Director Gordon stated that the Commission holds providers to their scope of work but how they implement that scope of work is left up to the provider. However, the provider is held accountable for the entire program. Commissioner Carozza asked LPC Chair Mary Arriaga whether she was aware the Commission would hold the LPC responsible for this regardless of any failures with subcontractors; Arriaga stated she was aware.

Commissioner Medina asked how promotion of the program will be done. Arriaga responded that the LPC has a Task Team working as an advisory body as well as

developing procedures. Fresno City College (FCC) and CSU-Fresno are involved in the process. A survey will be sent out to centers and home providers to determine the level of training potentially needed. Based on this assessment, FCC will hire staff to work with applicants to evaluate their needs. She also stated that the services will be offered in Spanish and the possibility of offering the services in Hmong are being explored.

Commissioner Lascano asked about the number of program participants anticipated. Rogers stated that approximately 1,000 participants per year are anticipated.

Commissioner Carozza (Medina second) moved that the C.A.R.E.S. proposal be approved and that the Commission authorize staff to execute an agreement with Fresno County Office of Education (Fresno County Child Care Local Planning Council) to be the program administrator for the Fresno County C.A.R.E.S. program, contingent on a combined progress report for both the Mini-Grant and C.A.R.E.S. program be made to the Commission in six months. Motion approved unanimously.

5. Approve School Readiness Initiative Applications

Director Gordon quoted David Broder from the Jan. 9 Fresno Bee, "There are problems we don't know how to solve, but this isn't one of them. The evidence that quality education beginning at age 3 or 4 will pay lifetime dividends is overwhelming. The only question is whether we will make the needed investment."

Rogers reviewed the history of the State Commission's School Readiness Initiative and this Commission's approval to for Fresno County's participation in the program in September. The Fresno County Commission is committing \$6.6 million in matching funds over four years to this program. The Initiative is being implemented in three phases, with Phase I applications due January 15, 2002; Phase II applications, May 15, 2002; and Phase III applications due quarterly through June 30, 2003. A planning grant of \$20,000 was provided by the State Commission for implementation of the School Readiness Initiative. With that grant, the Commission hired Key Writing Associates to work with schools to develop applications. All schools in Fresno County with an API of 3 or below were invited to a meeting in late October to explain the program. Of those attending, three schools (Del Rey Elementary, Sanger Unified; Mayfair Elementary and Burroughs Elementary, Fresno Unified) indicated readiness for Phase I and Key Writing Associates has been working with those schools on their applications.

The Commission was furnished copies of the Executive Summaries of each school's program and the anticipated 4-year budget for each school, including matches required, matches being received from other sources, and matches being requested from the State Commission and the Fresno County Commission. Of the \$3.6 million required match for the \$7.7 million total, the Fresno County Children & Families Commission will be requested to furnish a match totaling \$228,355 for four years. Approximately \$9 million remains for Phase II and Phase III applications.

The Commission is being asked only to approve the submission of these applications to the State Commission. Actual monetary awards from the Fresno County Commission will be made after the State Commission has made its awards.

Discussion: Commissioner Medina asked for a definition of "county match". Rogers stated that is the match required from all sources. For these applications, the schools came up with a 46% match and are requesting a 3% match from the Commission. Medina also asked for a clarification on the Mayfair Executive Summary, regarding the target audience. She questioned the difference between Mayfair's proposal of targeting parents/families attending the Mayfair preschool and Burroughs' and Del Rey's proposal to target all parents with children within their attendance area; she prefers the broader language. Maysee Yang,

Mayfair Elementary, agreed to consider a change to more inclusive language, as there will be a case manager doing outreach to the entire school community.

Public Comment: Dennis DuCharme, Laton Unified, asked whether the funding cuts for the Neighborhood Resource Centers (NRC) would be affected. Would any of this funding requested supplement the lost funding to keep the centers functioning at 100%. Bill Walker, Principal, Burroughs School, stated that these cuts have been taken into account in the proposed budget for the proposal. Commissioner Carozza asked for clarification as to whether this would be a supplantation of funds; Walker responded this grant would not supplant other funds.

Rogers stated that the next steps for the Commission will be to set some criteria for how schools will be selected to participate in future Phases; with over 70 schools in the county eligible for the program, the \$9 million remaining will probably not cover the needs of all schools. Included with that criteria will be supplementation, supplantation and sustainability definitions.

Commissioner Zomalt stated that two key issues are sustainability and supplantation. Rogers said that staff is working with the State Commission School Readiness staff to make sure that these funds are not simply supplanting other funds. Director Gordon also said that a part of sustainability is an attitudinal change in terms of viewing education; superintendent buy-in to programs that are pre-K is key. Making pre-K programs part of the overall school system is the long-term change that is required.

Vickie Hoyle, FCOE, asked about the seeming emphasis on academic standards only as the measure of expected results in the Burroughs summary, whereas Mayfair and Del Rey include other standards, such as social skills or other indicators of school readiness activities. On sustainability, she questioned the policy advocacy piece of the Commission. Director Gordon stated that part of the job of the School Readiness Coordinator joining the staff later this month will be advocacy and influence on decision makers.

Chair Waterston asked Counsel for an opinion on conflict disclosures on policy issues vs. monetary awards. Commissioner Carozza asked whether, because his organization funds NRCs and provides direct services, he should abstain; Counsel opinion was that there would be no conflict on policy issues only. Commissioner McIntyre stated her organization provides staff and services to these schools, and whether this would be in conflict; Counsel again stated that she did not see any conflict at the policy issue level. Director Gordon asked if any other Commissioners feel they might have a conflict on these School Readiness proposals; Commissioner Zomalt stated that he also provides services. Counsel was asked to investigate how Commissioners should handle situations when the agency they work for receives funding for programs.

Commissioner McIntyre (Carozza second) moved to approve the submission of School Readiness Applications from Del Rey, Burroughs and Mayfair Elementary Schools for Phase I grants. Motion approved, 8-0; Commissioner Lascano abstained.

6. Approve establishment of Advisory Committee

Director Gordon stated since the committee discussion at the last meeting, he met with several commissioners and talked with other county directors regarding the best approach for establishing standing committees for the Commission. After the discussion in December of establishing 5-6 committees, he became concerned of the time commitment to these committees for not only staff and Commissioners, but community members as well, and is now recommending that a single Advisory Committee comprised of Commissioners, parents with children age 0-5 and other interested community members. This committee will provide feedback to the Commission on how we are doing and directions we might want to pursue in the future.

Staff recommendation is to establish an Advisory Committee to the Children and Families Commission of Fresno County. Full details for the committee (charge, guidelines, composition, appointment process, etc.) will be brought to the Commission in February.

Discussion: Commissioner Parry stated that she never understood that there would be 5 or more on-going committees that were starting up at the same time; she thought there would be only one or two key committees. Concerning the formation of a single Advisory committee, she asked about the frequency of meetings, whether sub-committees would form from the Advisory committee, and how quickly the committee could be functioning once approved by the Commission. Gordon stated meeting frequency will be included with the final recommendation to be presented next month; in other counties it has gone from initially monthly to quarterly, and these meetings are evening meetings. He stated that "task forces" would be formed from the Advisory committee for specific purposes as needed, and once the mechanism is approved by the Commission, the committee can be operational in a very short time. Gordon asked whether the Commission wanted to formally appoint the members of the committee or allow the Director to do that. Commissioner Carozza said he felt that recommendations on membership for the Advisory Committee should be brought to the Commission for appointment.

Commissioner Medina questioned having three Commissioners on the Advisory panel; fewer would be adequate. She said she would like to see some definition of the role of the nebulous advisory committee that was established when the Commission was established (Interagency Council). She questioned how an advisory committee could be best used in terms of helping the Commission to achieve the goals outlined in the strategic plan.

Gordon stated that his concept of what an advisory committee is is not the Interagency Council (IAC). The IAC can certainly give advice, but Gordon is looking for more of a "grassroots" body that could advise the Commission on various issues, not an organization that is composed of heads of agencies. Commissioner Karian suggested that the CFC Act that the advisory committee be made up of persons with expertise in early childhood development/education, and said that the IAC, which may not have that expertise, serving in an advisory capacity to the Commission is of concern to her.

Public Comment: Lilia Chavez, IAC Chair, stated that she felt that one role of IAC to the Commission would be the integration of services and coordination of the use of resources, two roles that the Commission has not taken advantage of. She stated she felt the request for a community-based advisory committee for the Commission was appropriate and would not hurt or duplicate the services of the IAC.

Joy Grado, Marjaree Mason Center, asked whether the IAC should be represented on the advisory committee. Chair Waterston stated that would be part of the proposal brought back to the Commission.

Vickie Hoyle, FCOE, supported Commissioner Medina's view that the role or function of this advisory committee would be in support of the Commission's strategic plan.

Discussion: Commissioner Carozza stated that he felt no commissioners should serve on an advisory committee, and that the Director or Commission staff should chair the Advisory Committee. He also felt that the IAC has a role with the Commission and the suggestions made by the IAC chair are valid, does not want to see the Commission lose the connection to the IAC, but feels that IAC not be a member of the advisory committee since the Director already sits on the IAC and can make reports to that body. Director Gordon stated that he was a little uncomfortable having no Commissioners sit on the advisory committee, as having commissioners on such a committee is a "buy in" to the value of that body. Commissioner Carozza expressed his concern about inhibiting the ability of an advisory panel to deliberate and discuss when the commissioners are present. Commissioner Parry

said she would definitely like to see Commissioners involved in the task groups that would come out of the Advisory Committee; there was general consensus.

Commissioner Sablan suggested that the IAC be utilized as a “sounding block” for input on issues of concern to the Commission. Commissioner Medina stated she felt that IAC does have a role, and that whatever is brought back to the Commission regarding advisory committees should also include the role of the IAC.

7. Discuss and approve the establishment of a CFC Fresno County Executive Committee

Director Gordon stated this was also a carry over from the December meeting, when a question to Counsel was posed on the legality of such a committee. Director Gordon stated his intent with this committee is as an “administrative arm” to assist Commission staff in the smooth operation of the agency. This committee would primarily function in creating and refining agenda items and to deal with small, non-policy issues.

Discussion: Commissioner Medina expressed her concern about such a committee becoming a “secret society”. Commissioner Carozza asked that the item be brought back in a more formalized form, with guidelines, election, conformance with bylaws, etc., fully considered. Commissioner Carozza expressed his opinion that since this committee would not be a policy making committee it would not be under the Brown Act, although any actions taken by the committee would be reported to the full Commission and public; Commission Counsel concurred. Commissioner Sablan asked whether, because this was a committee of the Commission, if posting requirements would be necessary for their meetings; Counsel Gmur responded that because of the limited nature of the charge of this committee posting requirements would not be necessary.

Public Comment: Shirley Sanchez, West Fresno Crisis Center, suggested that rather than have a committee that serves for a year, have various groups of committees and rotate those so there would be no control or power issues involved.

Dennis DuCharme, Laton Unified, asked whether this committee could be approached during their meetings for input. Chair Waterston answered he felt this would make the committee more encumbered to do this; there would be no voting or policy determined by this committee. Commissioner Carozza also responded that presentation format might be discussed, etc.

Grado stated she was in support of an executive committee.

Commissioner Carozza suggested that the chair should be a member, but the other members could be rotated so that all Commissioners could participate.

8. Approve Change to Children & Families Commission Contract Template

Director Gordon stated that as staff continues to look at “lessons learned” for process and procedures, and feedback from service providers is received, it has become apparent that there are some revisions that need to be made to the current program/services contract in use. In the long-term, staff is looking at a complete revision of the contract; for the short term, there is an immediate need for a change in the wording of the audit section. It was always the Commission’s intent that auditors “touch” our program, not to require an entire, separate audit of our program. Therefore the request is to change

FROM (currently approved):

- i. If Contract is a college or other not-for-profit agency and is required to have an audit performed under the Single Audit Act and OMB Circular A-133, then the Commission will require that a Grant Specific audit be completed with respect to the funds provided by the Commission. If Contractor is a private for-profit agency, then Contractor shall have a program specific annual independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

TO (proposed change):

- i. The funds received under this contract are not federal funds, however, any Contractor required to have an audit performed in accordance with the Single Audit Act and OMB Circular A-133 must have their independent auditor include this program as part of that testing. Although the programs tested under these provisions are selected on a risk-based approach, and for Federal Government purposes this contract would not be included in that analysis, the Commission will require that at least a representative number of transactions will be selected for testing from these contracted funds. The number of transactions selected could be based on a statistical sampling method, materiality levels and/or on auditor's judgment as long as the auditor determines that the expenditures made are appropriate under the guidelines of this contract.

Discussion: Commissioner Lascano asked whether or not all contractors are required to perform an audit. According to contract language (10c.), "Contractor shall submit an annual independently audited financial statement to the Commission within 120 days of Contractor's fiscal year end for the project funded ..." Commissioner Carozza suggested tabling this item until such time as the Commission can look at the entire contract section dealing with fiscal audit and control.

Public Comment: Grado stated that when her agency is audited, the auditors look at every contract they have. Program Specialist George Petersen stated that as the contract is now worded, it appears that the Commission is requesting a full independent audit of the project funded by the Commission instead of including the Commission's program with other programs. Counsel Gmur suggested that perhaps there be changes made to the contract to have a clause requiring a single, general audit with flexibility to request additional fiscal monitoring if that audit is insufficient to fulfill Commission needs.

DuCharme commented that in his experience with grants and program if there is an audit requirement for that grant or program, it would be budgeted into the grant itself.

9. Public Comment

None.

10. Announcements

Director Gordon announced the following:

- Commission staff has been working with Fresno City College faculty and WestEd representatives regarding a program titled Program for Infant/Toddler Caregivers (PITC). PITC has a grant to provide training for infant/toddler caregivers at no cost. Currently there are only two certified trainers in the county. WestEd will be making a presentation for the community on February 27, 9 a-1 p, location TBD, on what they have to offer to leaders and policy makers within the county to bring this training to the county.
- The Annual Conference for Children & Families Commissions is scheduled for March 20-22 in San Diego.

- Introduced Dr. Ed Nelson with the Applied Research Center (ARC), California State University, Bakersfield. ARC is our new evaluation consultant, and Nelson will be in charge of the Fresno office, located in this building around the corner from Commission offices.
- Introduced new Commission staff: Brian Mimura, Special Projects Coordinator; Elaine Cantu, Program Inclusion Specialist, and Lupe Berumen, Receptionist/Office Assistant. On January 22, the new School Readiness Coordinator, Anne Bouhebent, will join the staff.
- Kendra Rogers reported that staff is working with the child care, infant health and dental caries prevention programs with the county to determine what resources to include with the kits to localize the kit for Fresno County new parents and with our public relations consultant to set a date for the parent kit launch locally. Distribution will be through the Commission's service providers, publicizing the statewide 800 number locally, and through prenatal providers in the county.
- Director Gordon announced that the 2001-02 Strategic Plan is in print and available for interested parties.
- The consultant hired (Steve Guinn, Regency Investment Advisors) to help develop investment policy is almost complete and that report will be presented at the next meeting.
- Of the initial financial institutions making presentations to the Commission in August, only one (United California Bank) continues to express interest in our business.

Adjournment:

***Commissioner Carozza (Sablan second) moved to adjourn the meeting at 4:53 p.m.
Motion carried unanimously.***